

One of the responsibilities of the Association is the enhancement of the property values through preservation of the architectural integrity of the overall design of the community.

The architectural character of the community was established by the architects who originally designed it and an Architectural Review Board has been established to set standards to achieve this goal. The standards are not intended to stifle the imagination or creative desires of the residents of the community but rather to assure them that protective restrictions are in effect which will help maintain the appearance of the over all community and, thereby, the value of your property. It is suggested that Residents retain, in your records, all valuable documents including Approval Letters for ARB applications.

WHAT NEEDS APPROVAL?

“No building, wall, fence, decorative feature, or other structure or improvement of any nature (including landscaping) shall be erected, placed or altered on any lot until the construction plans and specifications and a plan showing the location of the structure and /or landscaping, as may be required by the Architectural Review Board. Each home, walk, fence, structure or improvement of any nature, together with the landscaping shall be erected, placed or altered upon the premises only in accordance with the plans and specifications, color, and plot so approved.”

DISCLAIMER: These guidelines are subject to regular change at the discretion of the ARCHITECTURAL REVIEW BOARD. Please make sure you have the most current copy. Forest Ridge and the sub associations adhere to all Town of Davie codes. Please review those codes to ensure the success of your ARB application.

For specific details, refer to the Declaration of Restrictions and Protective Covenants under the Architectural Control Section: Ref to http://www.fsrsouth.fsrconnect.com/your_community_name to review complete guidelines and download ARB form. Contact property manager for assistance.

APPLICATION PROCEDURE & INSTRUCTIONS:

1. Fill out and sign the attached application form. Attach a copy of your plans, a copy of the final survey (showing proposed addition (s) or amendments) photo's, all pertinent details and proposal letter to your application.
2. ***Incomplete applications will not be accepted in the office for processing. They will be returned to owner for more details. Processing starts when a Complete ARB is received. To save time, please send the ARB applications for modifications being done by a contractor, with the following REQUIRED documents: (note: not all modifications are listed)***

A. POOL/DECKS/PATIOS/ETC:

- 1) **SCOPE OF WORK/CONTRACT** (no figures needed)
- 2) **Lot Survey** indicating distances to lot lines, etc.
- 3) Diagrams, **measurements**, all details
- 4) Copy of proof of current License
- 5) Copy of proof of current Insurance: with Resident's name, Sub Association name, & FRMHOA listed in the Certificate holders box.
- 6) If going into the Lake Maintenance Easement, must attach the pre-approval of the Central Broward Water Management District

B. AWNINGS/HURRICANE SHUTTERS/IMPACT WINDOWS & DOORS/GARAGE DOORS, etc.:

- 1) ***All of the above and indicate on drawing/lot survey, where the windows & doors are located to be done. (contractor can provide)***

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C. ROOFS:

- 1) **All of the above A. 1,3,4,5**
- 2) color photo of tile /with description

D. FENCES & GATES:

- 1) **All of the above A. 1-6**

E. DRIVEWAYS & WALKWAYS:

- 1) **All of the above A. 1-5**

F. LANDSCAPING & Trees:

- 1) **All of the above A. 1-6**
- 2) If removing a Tree, you must attach the pre-approval of the Town of Davie Arborist
- 3) *Photo's of the plants if available*

G. REPAINT/NEW PAINT:

- 1) **1, 4, & 5 of above A.**
- 2) **(ORIGINAL/ACTUAL) Color Swatches/PAINT SAMPLES** - *Select from Sub Assoc. Approved-new/ current/ old colors and list the Scheme #'s.. (Specify Base, doors (Garage & other), and trim/accent colors). **NO ELECTRONIC SUBMISSION (ACTUAL SWATCH ONLY)**.. they don't always transmit the true colors... we need the actual Swatch attached to the ARB application..*

3. **PLEASE NOTE:** If the Architectural Modification Request will be performed by the homeowner, a letter will be needed stating: "Owner will take full responsibility for any damage that may occur." And the letter signed by the homeowner, along with the complete items mentioned above. (**contractor information does not apply**)
4. **FOR ALL OTHER MODIFICATIONS NOT LISTED, REFER TO FOREST RIDGE ARCHITECTURAL DESIGN REVIEW BOARD DESIGN AND DEVELOPMENT STANDARDS**

5. Mail, Hand deliver, E-Mail.... **ALL COMPLETE ARB REQUESTS (EXCEPT PAINT SWATCHES)** to:
The FRMHOA Architectural Review Board. c/o FirstService Residential
2950 N. 28 Terrace, Building #3, Hollywood, FL 33020
hwdarc.south@fsresidential.com

*****NO ORAL REQUESTS WILL BE CONSIDERED*****

6. **Please note:** All applications will be returned to the Forest Ridge Master Homeowners Association Architectural Review Board for final review, after being reviewed by your subdivision's Association ARB Committee.
7. ARB applications requiring heavy equipment, must show accessibility to the site. Any encroachment on a neighbors property or common area **MUST BE ANNOTATED.**
8. **FOR EMERGENCIES, SUCH AS ROOF LEAK, PLEASE INDICATE THE REASON IN A COVER LETTER ATTACHED TO ARB APPLICATION.**

REVIEW OF PLANS:

The detail of information contained in the application (height width, length, size, shape color, materials, location) assists the Board in it's review. The type of plants, flowers or any trees for landscaping modifications requests, must be submitted. **COLOR SWATCHES MUST BE SENT WITH ANY PAINT APPLICATIONS (NEW OR REPAINT OF EXISTING), and indicate color of base, trim, front door & garage door). **NO ELECTRONIC SUBMISSION (ACTUAL SWATCH ONLY).**** SAMPLE ROOF TILES & A COLOR PHOTO OF TILES, MUST ALSO ACCOMPANY ANY RE-ROOFING ARB APPLICATIONS: If modification request is Contracted, this must include ***the Contractors: Scope of Work/Contract, proof of License and proof of Insurance to include YOUR NAME, SUB ASSOCIATION NAME, &/or FRMHOA, in the Certificate Holder Box on the bottom left of the Certificate of Liability.***

CONTINUED ON PAGE 5..

APPLICATION AND APPROVAL FORM

NAME: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____ (C) _____

E-MAIL ADDRESS: _____

Subdivision: _____ Lot: _____

DATE: _____ DATE RECEIVED: (Official Use Only) _____

Incomplete applications will not be accepted in the office for processing, they will be returned to owner.

OWNER'S SUBMISSION CHECK LIST: The more complete your application is, the faster the review.

- Color Swatches (**ACTUAL**)/PAINT SAMPLES - **Select from Sub Assoc. Approved..**- new/ current/ old colors and list the Scheme #'s.. (**Specify Base, doors (Garage & other), and trim/accent**)
- ROOF TILE:** color photo from Sub Association Approved List of Roof Tiles (new or existing color)
- Property "lot" Survey / **COMPLETE** plans - **Scope of work/Contract** (no figures) /drawings /photos
- "Dial 811 before digging, it's the law"**
- Pre-approval from the Central Broward Water Management District (If Required, lake property)
- Pre-approval from the Town of Davie Engineering Department (if Required)
- Pre-approval from the Town of Davie Arborist for removal of trees (if Required)
- Approval letters from neighbors and letters of reason (where applicable).
- Homeowner's Signature and contact numbers.
- Proof of current Venders License (If using a contractor) **NO VENDER SIGNS PERMITTED!**
- Proof of current Venders Insurance (If a using contractor) to include **in the "Certificate Holder Box" on the bottom left: YOUR name, Sub Association name, AND Forest Ridge Master Homeowners Association or Property Management Company.**

All contractor vehicles must enter/exit on Nova Dr. & Grove Dr..NOT Pine Island Rd/. Forest Ridge Blvd.

SUBMISSION REQUEST: Please provide full details of your project/submit separate forms for each project.

Approval is hereby requested to make the following modifications, alterations or additions to my home or lot. In making this request, I hereby agree to repair any damage caused to common or limited common areas as a result of this work and will restore these areas to their original condition within two (2) weeks of completion:

*****Homeowner's Signature*****

FRMHOA ARB 10/17/18

Date first received at sub: _____ Application not completed, contact owner: _____

APPROVED: Subdivision Board _____

Forest Ridge Master _____

DENIED: Subdivision Board _____

Forest Ridge Master _____

Letter Comments: (ARB/HOA office use only) _____

Applications are valid for 1 year. All modifications must be completed within 12 months from the date of approval; otherwise a new COMPLETE application must be submitted. For specific details, refer to the Declaration of Restrictions and Protective Covenants under the Architectural Control Section: **Ref to [http:// www.fsrconnect.com/your community name](http://www.fsrconnect.com/yourcommunityname)** to review complete guidelines and download ARB form. Contact property manager for assistance.